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Office of Personnel Services and Benefits

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Secretary

MEMORANDUM

October 27, 2003

TO: Personnel Directors

FROM: Andrea M. Fulton
Executive Director, Office of Personnel Services and Benefits

SUBJECT: Military Leave Bank Data

As you know, the Military Leave Bank for activated State employees ended on June 30, 2003. We are trying to complete the total leave records for the program for all State agencies. To do this, we need the ending total number of Military Leave Bank hours used by each activated employee ending on June 30, 2003. We understand that not all employees returned to work by this date. However, their Military Leave Bank leave ended at this time. The employees that remained on active duty after June 30 may have continued on Military Administrative Leave effective July 1, 2003.

Some agencies have provided the total amount of Military Leave Bank leave used per employee up to June 30, 2003. However, we still have a significant number of employees without totals. If your agency has not already provided this information for all employees that were on approved Military Leave Bank leave on June 30, 2003, please submit the following information by December 1, 2003.

Employee Name	Department Name	Social Security Number
Release/Deactivation Date	Return to Work Date (if applicable)	
Total Number of Military Leave Bank Hours Used		

Additionally, if you have not submitted this information for activated employees that returned to work prior to June 30, 2003, please do so by December 1, 2003.

If there are any questions concerning this matter, please feel free to contact Leslie Buchman at 410-767-4718.

cc: Cecilia Januszkiewicz
Kris Hoffman
OPSB Directors